

St. Albert Pickleball Club

Board Policies

Governance

Screening and Background checks

Policy:

St Albert Pickleball Club (SAPC) screens all employees, contractors and volunteers whose position with SAPC is one of trust or authority related to finances, supervision or unsupervised access to persons under the age of 18, or vulnerable persons¹.

Purpose:

To protect SAPC staff, volunteers and participants from abuse.

To safeguard SAPC against financial or reputational loss.

To provide an alternative to the Juniors at SAPC Activities Policy requirements for youth participation in SAPC activities that is more suitable to dedicated Youth programming.

Clarification:

1. Only positions identified in this policy require screening and background checks.
2. SAPC employs two types of screening, Enhanced Police Information Checks (EPIC) and Vulnerable Sector Checks (VSC), based on the type of risk and exposure for the position.
3. Positions subject to an EPIC screening:
 - 3.1 Paid staff and contractors involved with matters related to SAPC finances.
 - 3.2 Directors with signing authority
 - 3.3 Any other individual, or position as identified by the SAPC Board.
4. Positions subject to an EPIC and a VSC screening:
 - 4.1 Volunteers, Coaches and staff working with persons under 18, or vulnerable persons.
 - 4.2 Any other individual, or position as identified by the SAPC Board.
5. Temporary assignments falling within the screening criteria above also need to complete the appropriate screening prior to starting the assignment.
6. Persons requiring an EPIC screening shall:
 - 6.1 Complete and submit a SAPC Screening Policy Application/Consent Form (Appendix II).
 - 6.2 Complete and provide an Enhanced Police Information Check.
 - 6.3 Participate in training, orientation and monitoring as determined by SAPC.
7. Candidates over 18 years old for positions that require an EPIC and VSC shall:
 - 7.1 Complete and submit a SAPC Screening Policy Application/Consent Form (Appendix II).
 - 7.2 Complete and provide an Enhanced Police Information Check.
 - 7.3 Provide one letter of reference.
 - 7.4 Agree to a Vulnerable Sector Check.

¹A vulnerable person is defined in section 6.3 of the *Criminal Records Act*, as a person who, because of age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them. There are measures in place to ensure people convicted of sexually-based offences do not work with the vulnerable sector.

- 7.5 Comply with the conditions of SAPC's Abuse Prevention Policy.
- 7.6 Participate in training, orientation and monitoring as determined by SAPC.
8. Candidates under 18 years old for positions that require an EPIC and VSC shall:
 - 1.1 Complete and submit a SAPC Screening Policy Application/Consent Form (Appendix II).
 - 1.2 Provide two letters of reference.
 - 1.3 Comply with the conditions of SAPC's Abuse Prevention Policy.
 - 1.4 Participate in training, orientation and monitoring as determined by SAPC.
 - 1.5 Under extenuating circumstances² provide a Vulnerable Sector Check and/or an Enhanced Police Information Check
9. Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
10. An individual having received a conviction for, or been found guilty of, an offence while serving in a position that requires screening is required to report this circumstance immediately to SAPC.
11. If an individual provides falsified or misleading information the individual will immediately be removed from their position with SAPC and may be subject to further discipline in accordance with SAPC's policies.
12. An individual whose screening application has been denied or revoked may not re-apply to a similar position requiring screening for two (2) years from the date the rejected application was made.
13. The SAPC board will from time to time appoint an auditor to ensure compliance with this policy.

ROLES/RESPONSIBILITIES

The SAPC board:

Will identify positions which need screening as per this policy.

Will maintain a screening committee, consisting of three members, provide its mandate, review this policy from time to time and audit its processes for adherence.

The candidate for a position requiring screening:

Submits a Screening application/consent form and provides recent results of applicable police checks and references as per this policy.

The individual responsible for filling a position:

Ensures that all required screening is complete before the candidate starts in the new position. Screening should be conducted after the person has been offered the position, as a final step in the hiring or appointment process.

² SAPC may ask a young person to obtain a Vulnerable Sector Check or an Enhanced Police Information Check if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person's *youth record*. SAPC understands that it may not request to see a young person's youth record.

The Screening Committee (or the Secretary in the absence of a Screening Committee):

Carries out its duties in accordance with the terms of this policy, independent of the Board.

If the results of a screening indicate the applicant has a relevant offence, the Screening Committee will review all submitted documents and may:

1. Approve an individual's application or,
2. Deny an individual's application or,
3. Approve an individual's application subject to terms and conditions as the Screening Committee deems appropriate.
4. The Screening Committee may ask the individual for more information about their screening documents.
5. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
6. The Screening Committee will render its decision, file the information and provide notice of its decision to the individual and to the person responsible for the position.

Records

The Screening Committee will store all records in the electronic SAPC Filing System under supervision of the SAPC Secretary, in folders marked "CONFIDENTIAL".

These records will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings. Records will be retained indefinitely.

The records kept by the SAPC Screening Committee as part of the screening process include but are not limited to the individual's:

- a. SAPC Screening Application/Consent form
- b. Vulnerable Sector Check record
- c. Enhanced Police Information Check record
- d. Records of any conditions attached to an individual's registration by the Screening Committee
- e. Records of any discipline applied to any individual by SAPC or by another sport organization.

Length of Time Screening Documents are Valid

Enhanced Police Information Checks and Vulnerable Sector Checks are valid for a period of three years. However, the SAPC Screening Committee or Board may request that an individual provide an Enhanced Police Information Check or Vulnerable Sector Check for review and consideration at any time. Such a request will be in writing.

Date approved: March 6, 2023

Appendix I – List of Relevant Offences

Providing a pardon has not been granted, the following examples are considered to be relevant offenses:

- 1** If imposed in the last three years:
 - 1.1 Any offense involving the use of a motor vehicle, including but not limited to impaired driving.
 - 1.2 Any offense for trafficking and/or possession of drugs and/or narcotics.
 - 1.3 Any offense involving conduct against public morals.

- 2** If imposed at any time:
 - 2.1 Any crime of violence including but not limited to, all forms of assault.
 - 2.2 Any offense involving a minor or minors.
 - 2.3 Any offense of physical or psychological violence.
 - 2.4 Any offense involving trafficking of illegal drugs.
 - 2.5 Any offense involving the possession, distribution, or sale of any child-related pornography.
 - 2.6 Any sexual offense.
 - 2.7 Any offense involving theft or fraud.

